

# PASSPORT APPLICATION CHECKLIST

AGE OF APPLICANT AND TYPE OF SERVICE	BIRTH CERTIFICATE OR PROOF OF U.S. CITIZENSHIP	PASSPORT PHOTO	CHECK OR MONEY ORDER (Submitted with Application)	EXECUTION FEE (Cash, Credit or Debit)	VALID PHOTO ID
AGE 16 & OLDER <b><u>REGULAR SERVICE</u></b> (18 Weeks)	✓	✓	<b>\$110.00 Passport Book</b> \$ 30.00 Passport Card <b>(\$140.00 Book &amp; Card)</b>	<b>\$35.00</b>	✓
AGE 16 & OLDER <b><u>EXPEDITED SERVICE</u></b> (12 Weeks)	✓	✓	<b>\$188.31 Passport Book</b> \$ 90.00 Passport Card* <b>(\$218.31 Book &amp; Card)</b>	<b>\$62.10</b>	✓
AGE 15 & YOUNGER <b><u>REGULAR SERVICE</u></b> (18 Weeks)	✓	✓	<b>\$80.00 Passport Book</b> \$15.00 Passport Card <b>(\$95.00 Book &amp; Card)</b>	<b>\$35.00</b>	✓ (Parent(s) must present Photo ID)
AGE 15 & YOUNGER <b><u>EXPEDITED SERVICE</u></b> (12 Weeks)	✓	✓	<b>\$158.31 Passport Book</b> \$ 75.00 Passport Card* <b>(\$173.31 Book &amp; Card)</b>	<b>\$62.10</b>	✓ (Parent(s) must present Photo ID)

\*Passport Card is **NOT** returned by Express Mail. You are paying the \$60.00 expedite fee for processing your Passport Application.

- PASSPORT BOOK:** Good for **both** land and air travel
- PASSPORT CARD:** Good **only** for land travel to Mexico or Canada (and some cruises). However, if you are out of the country and need to board an international flight, you would **not** be able to do so without a Passport Book.
- No matter your age, the **Applicant must appear in person** to process a new Passport Application (DS-11).
- APPLICATION**
  - Application must be completed in **BLACK INK** pen or typewritten.
  - **DO NOT** sign application.
  - **DO NOT** attach your Passport Photo.
- PHOTOS**
  - We do not take Passport Photos on site.
- PROOF OF IDENTIFICATION**
  - Valid Photo ID required for all Applicants 16 years or older.
  - If Applicant is age 15 years or younger, the Applicant must appear in person with Parent(s) listed on the Birth Certificate and Parent(s) must show a valid Photo ID.
  - In some cases, certified copies of court documents may be required (ie: Name Change, Marriage/Divorce, Adoption)
- PROOF OF U.S. CITIZENSHIP**
  - Original or certified copy of Birth Certificate showing the full name(s) of Parent(s).
  - Original Certificate of Naturalization with identifiable photo attached.
  - If applicant is age 16 years or older, previous U.S. Passport Book or Passport Card may be used in lieu of Birth Certificate.
- PASSPORT FEES**
  - The above Passport Services are only two of the many services offered by the Department of State. To learn of additional Passport Services available and to calculate fees, go to <https://travel.state.gov/content/travel/en/passports.get-fast.html>
  - Must be paid with check or money order made out to the US Department of State.
  - Write Applicant's **Full Name** (First, Middle and Last Name) **and Date of Birth** on the payment.

Additional Information and Forms may be found at [www.travel.state.gov](http://www.travel.state.gov)